

Seattle Police Department

Directive

April 1st, 2015

Directive Number 15-00012

Interim Policy: Case Number Naming Convention

When entering case numbers in SECTOR and the MRE, officers shall use the full four-digit year and shall not include zeroes between the hyphen and the first positive number.

Correct:

2015-1234

Incorrect:

15-1234

2015-0012

There is a two-fold reason for this naming convention:

- Use of the entire year is a requirement of Washington State Patrol.
- RMS deletes zeroes that are placed before the first positive number.

This interim policy will remain in effect until it is rescinded or incorporated into the manual.